REORGANIZATION OF THE INTELLIGENCE COMMUNITY STAFF REGISTRY

1. The Intelligence Community Staff Registry was reorganized effective 3 October 1973. The Registry will be under the supervision of the DCI Administrative Office. The Registry will be authorized a total of [   ] personnel, the senior designated at the Chief, ICS Registry.   STAT

2. The Intelligence Community Staff Registry will be responsible for:

a. Implementing and administering and effective overall administrative program to include operation of Mail and Records Unit to process and control all-source intelligence material, including Top Secret and lower classified material, and for other highly sensitive accountable materials; maintenance of a comprehensive suspense system; classification, reports and forms management programs within the ICS and responsible for ensuring adherence to policy decisions on matters relating to the overall administrative program, carrying out these duties through preparation of administrative office procedures and memoranda.

b. Providing the ICS with an effective records management program to ensure effective paperwork management through establishment of a uniform, economical file system; preservation of records having permanent value; and the orderly disposition of inactive records data on a timely basis.

c. Keeping the Deputy and the Assistant to the DCI for the Intelligence Community advised of significant correspondence that warrants their awareness or guidance prior to completion of action.

d. Effecting timely dissemination to the Intelligence Community Staff and other recipients of all materials.

e. Establishing necessary and timely suspense control and notices for action items.

f. Control and assignment of all control numbers, TS, Codeword, etc., within the Intelligence Community Staff.

g. Receipt and control of all-source mail, messages and documents (including privacy communications for senior officials such as "Eyes Only", EXDIS, LIMDIS, PERSONAL FOR, [   ] etc.) for the Intelligence Community Staff.   **STAT**

h. Review of all outgoing matter for conformance with Agency security practices and insuring dispatch via appropriate courier system.

i. Maintaining central files for all offices of the Intelligence Community Staff, to include both subject and chrono file copies of ICS originated correspondence and other offices, agencies documents/ correspondence that are categorized as permanent files.

j. Maintaining files of current Agency directives/instructions and will insure that key personnel and offices of primary responsibility are apprised of new or changing procedures.

k. Effecting ICS interface with other Agency registeries, Central Reference Service, Communications and Security for support and related matters applicable to the ICS.

l. Maintaining a reference library consisting of significant NSC, DOD and CIA documents, for use by all personnel within the ICS.

m. When requested by ICS members, act as the office of primary responsibility for procurement of both internal and external publications and documents.

n. Perform other functions as assigned by the Deputy to the DCI for the Intelligence Community.

3. Reorganization will include some change in systems to permit subsequent merger with the Executive Registry.